

SECURITY INFORMATION 28 April 1953

TO : DD/P (Administration)
Personnel Director
Office of Communications
General Counsel

FROM : Office of the Comptroller

SUBJECT : Uniform Interpretation and Policy Relating to Authorizations
Travel and Per Diem Payments

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1. In the audit and payment of claims for reimbursement of travel and per diem expenses of Agency employees, it has been observed that all offices do not follow the same practices and/or do not interpret expenditures in the same manner. As a result, employees of different offices often are authorized reimbursement of different expenses under identical or similar circumstances.

2. In an effort to point up these differences and to facilitate the establishment of uniform policies and practices, the Finance Division has reviewed practices of various offices, Agency Regulations, Standardized Government Travel Regulations and Foreign Service Regulations relating to several points concerning travel and per diem authorizations which appear to require immediate review with a view to the adoption of uniform policy and understanding under existing regulations, or to revision or clarification of existing regulations where required.

3. Following are the areas wherein we feel that present practices should be reviewed and firm determinations of policy developed:

a. When it is determined that persons originally assigned TDY Washington for training, en route to an overseas station, are to remain in Washington on a PCS departmental assignment, prompt and positive action should be taken to terminate per diem in accordance with responsibilities fixed by (See TAB A)

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b. Policy determinations should be made as to whether per diem will be paid new employees originally assigned to Headquarters for training, when the costs of such employees' dependents' transportation from place of residence to Headquarters (TDY Point) is also authorized at Government expense. (See TAB B)

c. Policy with respect to payment of transportation costs of dependents to TDY points should be clarified where: (See TAB C)

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(1) Dependents' presence is necessary

(2) Dependents' presence is not necessary

d. A policy determination should be made respecting the payment for return of civilian employees' dependents to place of

residence from TDY point, when concurrent travel to PCS station is not authorized. (See TAB D)

e. Effect of leave and temporary duty assignments at different posts on 180 day limitation on payment of per diem under [REDACTED] 25X1A should be clarified. (See TAB E)

f. Responsibility should be established for making a determination as to eligibility to receive reimbursement for home leave travel expenses of an individual returning from an overseas assignment under orders authorizing home leave and assignment PCS Headquarters. (See TAB F)

Discussion of the above questions is reflected on the attached tabs as indicated.

4. Based on its review of applicable regulations, and general Governmental practice under comparable circumstances, the Finance Division recommends that the following policies be recognized as the official practices of the Agency in these matters and that instructions as appropriate be issued accordingly.

a. That operating offices and the Personnel Division make a continuing review to assure that responsible operating officials take prompt and positive action to amend travel orders to stop per diem accruals effective as of the date it is decided that an individual will be assigned to Headquarters or that he resign under circumstances considered by the Personnel Director to be in the best interests of the Agency as required by [REDACTED], and 25X1A that the travel order reflect positive evidence of compliance with regulations by insertion of appropriate language as to the time and nature of the change in the original intent. (See TAB A)

b. That per diem be paid to employees during their original TDY assignment to Headquarters (or other TDY point) for training prior to overseas assignment only where cost of transporting dependents to Headquarters (or other initial TDY point) is not authorized. Further, that authority to authorize travel of dependents be limited to initial temporary duty assignment where firm PCS assignment is known and indicated in the travel order and conditions at the post of assignment are such as to permit authorization of concurrent travel. (See TAB B)

c. That transportation costs of dependents to TDY points (other than initial assignment) not be authorized except in cases where presence of dependents is required for cover reasons. In such cases, expenses of dependents to be paid only upon positive certification by the authorizing official that such travel was necessary for security reasons. (See TAB C)

- 3 -

d. That payment of expenses for return of civilian employees' dependents to place of residence where concurrent travel to PCS station is not authorized be denied. (See TAB D)

25X1A e. That for purposes of computing the 180 day maximum per diem provided for under [REDACTED] total elapsed time from date of assignment, including absences from original duty point on account of leave or other intervening temporary assignments, be counted as a part of the 180 days, and that:

(1) Per diem be continued during periods of sick leave of fourteen calendar days or less.

(2) Per diem be discontinued for all periods of annual leave in excess of four hours.

(3) Whenever different TDY points are involved, the rate of per diem at each new duty station will normally begin at the maximum authorized for that station. (see TAB E)

f. That approving officers be clearly charged with responsibility for determining intent with respect to further overseas assignment and that such approving officers be required to indicate that such determination was made as part of the basic requirement for determining eligibility of an individual to receive reimbursement for travel expenses in connection with home leave. (See TAB F)

5. After review of the above and the attached tabs, it is suggested that each of the addressees designate a representative of his office to review the above outlined problems and to attend a meeting to be held on this subject for the purpose of determining the uniform policies and practices which should be adopted.

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[REDACTED]

Attachments -
Tabs A through F-1

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